

PORT FAIRY FOLK FESTIVAL

The Port Fairy Folk Festival is a 4-day festival that has been running since 1977 and is a not-for-profit event, managed by a dedicated group of volunteers and a small team of staff. The festival is a celebration of music, culture and community.

Since its inception it has generated surplus income which has been invested into the community of Port Fairy and the surrounding region. In the last 20 years the Festival Committee has allocated funds to local clubs and organisations by way of grants and donations.

EVENT DATE

4 Day Event Friday 7 March – Monday 10 March 2025

EVENT TRADING TIMES

Friday 4pm – 10pm (minimum)

Saturday – Sunday 8am – 10.00pm (minimum)

Monday – 8am – 2pm

BUMP IN

Friday 7 March – From 9am (Times will be allocated)

BUMP OUT

Monday 10 March – From 2pm (Once all festival attendees have left the site.)

CONTACT

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PORT FAIRY FOLK FESTIVAL STALL FEES 2025

Event Supplied Site and Tent (6mx6m tent) \$1700.00 +GST

Inclusive of a light, **up to 2** tickets and a Security Bond (\$300.00 all sites).

APPLICATION PROCESS

Applicants must provide all information and supporting documentation as requested on the application and expression of interest forms. Incomplete or late applications will not be considered. However, in some unique circumstances the PFFF Committee may make exceptions. All applicants must read and agree to the relevant application information and terms and conditions.

PAYMENT

An Invoice will be sent once your application has been received and approved. You will be required to pay a \$1000.00 +GST deposit within 7 days of receiving an invoice. This deposit will secure your site and will be non-refundable under any circumstances.

Without this deposit your site will not be secured, and the Port Fairy Folk Festival reserve the right to offer this site to another stall holder. Final payment will be required 15th January 2025.

BOND

All sites require a \$300 security bond which will be fully refundable under the following conditions - Stalls sites must not be damaged and be left in a clean and tidy manner with all waste and recycling removed.

KEY DATES

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| July 22 | First Round Offers |
| July 30 | Applications Open |
| August 30 | Applications Close |
| September 16 | Confirmation date for Successful Applicants |
| January 15 | Final Payment Due |
| March 3 | Pre-Festival Online Induction Completed |
| March 7 | Bump In, Registration and Set-Up |
| March 7 – 10 | 2025 PORT FAIRY FOLK FESTIVAL |
| March 10 | Bump Out – From 2pm |

SELECTION PROCESS

The Port Fairy Folk Festival Committee select stalls based on the following criteria:

- Originality, quality, and authenticity
- Overall appearance/display of the stall
- Local businesses and/or use of local produce
- Suitability of menu and pricing
- Experience at other large festivals and events
- Suitability to site and power availability
- Charitable or not for profit enterprises
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There is no guarantee that stall holders who have previously traded at the Port Fairy Folk Festival will be accepted, or that any stall position will be available to them.

GENERAL INFORMATION

ACCOMMODATION

There is no camping on the festival site. You will need to organise your own accommodation. Please visit our website for accommodation suggestions here: [PORT FAIRY FOLK FESTIVAL](#)

BUMP IN

Craft stalls will be allocated a time to Bump In from 9am on Friday.

It is important to arrive on time to avoid holding up other stalls and trades. Stall holders will not be given access to the site prior to this time.

On arrival at the arena, ALL STALL STAFF must provide their induction QR CODE to gain access to the arena.

Enter gate via corner of Atkinson and Victoria Streets.

On Friday ALL vehicles must be unloaded and cleared from the arena on by 3.00pm. You will not be able to gain access to the arena after 2pm.

BUMP OUT

From 2pm. Please wait for all festival attendees to vacate the arena before Bumping Out.

Stalls must follow the Construction Manager or Safety Officers direction regarding traffic management. All stalls in the Arena must have completed pack down and vacated the arena by 5pm on Monday, unless with the prior approval of the Construction Manager.

DELIVERIES

Deliveries need to enter gate via Atkinson and Victoria Street.

Supplier deliveries and restocking to the Craft Stall site is available during the hours of 6am – 7.30am each day. There will be no vehicle access after 7.30am.

Deliveries after 8am can be made to the short-term parking area – enter gate via Atkinson and Victoria Street, which will be available at all times.

All vehicles must have the appropriate temporary parking permit/sticker for deliveries, and the vehicle must be removed immediately after the delivery is completed.

INDUCTIONS AND CONSTRUCTION SITE SAFETY

THE ARENA IS A CONSTRUCTION SITE prior to 4pm Friday and after 2pm Monday. It is a WorkSafe requirement that **ALL** persons on the festival construction site are required to complete an online safety induction.

A link to the online induction will be provided to Stall holders to complete and also forward to any staff working over Bump In or Bump Out.

After the induction has been successfully completed a QR CODE will be sent via email for access. Stall holders must have the QR CODE on hand to be checked at the gate before entering the site prior to 4pm Friday and after 2pm Monday.

During Construction staff MUST wear a Fluro safety shirt/vest and fully closed shoes (PFFF does not provide safety vests).

Children under the age of 18 are not permitted to enter the arena during construction (prior to 4pm Friday and after 2pm Monday) unless approved by the PFFF Committee. Children who are permitted into the arena during construction must be always under adult supervision.

INSURANCE

\$20,000,000 Public Liability Insurance is compulsory for all stallholders.

PORT FAIRY FOLK FESTIVAL – CRAFT TERMS & CONDITIONS 2025

All stallholders must cover their workers with a policy from Workcover Workers' Compensation and Rehabilitation Act 2003

PFFF shall not provide any form of insurance cover and will not be liable for any losses or damages incurred. It is the responsibility of the stall holder to ensure they have appropriate insurance cover for their business.

LEGAL & SAFETY REQUIREMENTS

- No alcoholic beverages may be sold by the Craft Stall.
- No camping is permitted on-site in accordance with Council's Local Laws.
- All stalls must comply with the current Victorian OHS legislation.
- All stall holders must fully cooperate with Folk Festival organisers, authorised Council staff (including Environmental Health and Local Laws Officers), police and security at all times.
- Traders are not permitted to provide tables, chairs, or free-standing advertising signs unless prior approval is obtained from the Stall Coordinator.
- The Port Fairy Folk Festival Committee have overall control of signage material for products sold or on display in all areas. Please note that any signage, material, or products may be refused inclusion entirely at the discretion of the PFFF Committee.
- The Arena is a smoke-free zone. All stallholders, patrons etc must smoke in the designated smoking areas provided within the Arena, and use the bins provided for their cigarette butts.
- There is to be no glass sold from stalls during the festival.

PARKING & VEHICLE ACCESS

One Car Permit will be allocated to each Stall Holder. Your Car Permit will be available to pick up from the Help Desk in the Ticket Exchange.



This car sticker must be displayed in the window of the vehicle to allow access to the arena prior to 7.30am each day. Vehicles are only allowed on-site for the purpose of loading and unloading goods. No permanent or long-term parking is permitted within the festival arena.

No vehicle access is permitted after 7.30am on Saturday, Sunday and Monday of the Festival unless in accordance with the requirements listed under DELIVERIES. Your Food Stall Parking Permit will give you access to the Car Park at Russell Clark Reserve - access via James Street.

PAYMENT SYSTEMS

We highly recommend that you have a point-of-sale system that allows an easy and simple transaction with either cash or EFTPOS. Please note there is no ATM at the festival and only one ATM in Port Fairy.

SITE ALLOCATION

Craft Stalls will be allocated a location prior to the festival. Specific placement will be based on size, health, and safety, availability, access, utilities and to create an overall great experience for the stall holder and the festival patrons.

Choice of site layout will be taken into consideration but cannot always be guaranteed.

SOCIAL MEDIA

Stall holders will be sent a social media poster and social tile prior to the event. Please share on your socials channels to promote your attendance.

Stall holders are not to use the Port Fairy Folk Festival branding or logo without prior written approval from the PFFF Committee.

TICKETS

If you need more tickets for staff than your allocated complimentary tickets these will be sold at our discretion and at our subscriber price of \$340, this can be pre-arranged through the office, admin@portfairyfolkfestival.com

Each staff member who works at the stall for any part of the festival will require a ticket.

Tickets will be available to pick up from the Help Desk in the Ticket Exchange. Each member of your team will need to visit the help desk to sign their ticket off from your allocation and be wrist banded.

EVENT PROGRAM TIMES

Friday 4pm – 12.30am

Saturday – Sunday 8am – 12.30am

Monday – 8am – 2pm

Stalls are encouraged to operate up to the conclusion of the program each night – helping keep the trading BUZZ alive.

Stall holders must vacate the arena within 30 mins of the festival close every night, as directed by the security staff. Festival Closes at 12 midnight.

SUSTAINABILITY & WASTE

It is our mission to continuously improve the war on waste, stall holders must abide by any measure taken by the PFFF festival to strive for a more sustainable festival.

- Stalls holders must not provide plastic bags to customers. Reusable bags made of natural material such as jute, cotton, or paper bags may be used. **Port Fairy is a plastic bag free town.**
- Stalls must separate recyclable material. This includes food/organic material, cardboard, paper, glass, plastic, metal, carton containers. All food vendors must dispose of waste and recycling into the appropriate recycling and waste bins supplied by PFFF.
- All vendors agree to comply with spot checks and audits of waste and recycling bins conducted by PFFF.
- All stalls must ensure that waste minimisation measures are taken in relation to food preparation and packaging.

- During pack down, all stalls must separate recyclable/compostable material and place them into the appropriate bins. No waste to be left on the ground. Stalls will assist in litter control.

WATER

Great tasting water will be trucked in from Wannon Water for all to enjoy. Water Stations will be set up around the site.

OUR DECISION IS FINAL

The Committee's decision on the selection of successful stalls and site allocation is final and further communications will not be entered into.

We recommend that you retain a copy of this document and bring it to the festival with you for your reference.